

TASC REASONABLE ADJUSTMENTS

FACT SHEET

Tasmanian Assessment, Standards and Certification (TASC) reasonable adjustments are provided for students with diagnosed conditions, impairments, or disabilities who require adjustments for their external exams for TASC-accredited courses. These adjustments aim to ensure fair and equitable participation in external exams for all students.

To be considered for adjustments, students must have a diagnosis from a relevant medical professional. A school-based psychologist, social worker or counsellor can complete the reasonable adjustment application form to confirm that their diagnosed condition, impairment, or disability will impact their functioning, and that a specific adjustment would restore test accessibility, within the constraints of the assessment.

Schools must assess the evidence available to determine the appropriateness of required adjustments. This may involve a detailed assessment conducted by a medical professional, school-based psychologist, social worker or counsellor. Adjustments may not be required for a student with a disability in some circumstances.

TASC encourages schools to engage early to discuss potential adjustments for students eligible for or requiring accommodations in their external exams. Early engagement allows for interventions and adjustments to be implemented for school-based assessments prior to the external exams, ensuring consistency with equitable access to assessment arrangements.

Applications

Reasonable Adjustments Application Form (RAI)

This form is for students who have not previously applied for reasonable adjustments and have a diagnosed condition, impairment, or disability. The form must be submitted by the school's TASC Liaison Officer (TLO) via TRACS by the last day of Term 2.

Section B of the RAI form has three parts, with only one part needing completion. Different types of evidence will be required based on the completed part:

- **Part 1: Learning Plan** – applicable for students with a current Learning Plan, completed by a school-based psychologist, social worker, or counsellor. Supporting medical evidence must be attached.
- **Part 2: Medical Diagnosis** – applicable for students with a medical diagnosis, completed by a medical practitioner. Detailed medical evidence must be attached. If the medical diagnosis and supporting evidence is completed independently of the application form, the summary can be completed by the school with medical evidence attached.
- **Part 3: School-based Assessment** – applicable for students who underwent a school-based assessment by a psychologist, social worker, or counsellor. Documentation from the assessment must be provided, along with details of the original diagnosis if it relates to a medical condition.

Supporting Evidence

Medical conditions, impairments and disabilities are grouped into two categories which require different supporting evidence. The two categories are:

- permanent, ongoing
- non-permanent.

Supporting evidence for a **permanent and ongoing condition, impairment or disability** may be taken from any period in a student's life. However, the documentation must demonstrate a diagnosis and functional impact on studies at a senior secondary level and ability to undertake external assessment.

Examples of permanent ongoing conditions, impairments and disabilities are: autism spectrum disorder, cerebral palsy, hearing or vision impairments, specific learning disorders, etc.

For **non-permanent conditions, impairments or disabilities** the supporting evidence cannot be more than 12 months old at the time of submission to TASC. Examples of non-permanent conditions, impairments and disabilities are: anxiety, eating disorders, recent physical injuries, etc.

Each application is considered on the information provided on the Reasonable Adjustments Application Form (RA1) and supporting evidence. Evidence is required to support the application but does not replace the summarised version required on the form.

In all cases, students need to provide consent for TASC to contact the professional who completed Part 1, 2 or 3 in the event that additional information is required to process the application.

Where applicable, students must indicate on the application form if there are any exams that they **do not** require assistive technologies (use of a computer, scribe or reader) for; for example, mathematics or science courses.

The RA1 form and required supporting evidence **must** be submitted to TASC via TRACS by the end of Term 2, with each applicable section/part completed in full.

Reasonable Adjustments Re-Approval Form (RA2)

This application form is for students who were previously successful in their application for reasonable adjustments for the same diagnosed condition and still require the same reasonable adjustments for their external exams for TASC-accredited courses.

If no additional adjustments are requested, the RA2 form does not need completion by a medical professional, school-based psychologist, social worker, or counsellor. Only the student's signature and the Principal's endorsement are necessary for submission to TASC.

However, if there has been a change in the student's diagnosed condition, impairment, or disability, and additional adjustments are needed, the eligibility section of the RA2 form **must** be filled out by a medical professional or school-based professional. If applicable, supporting medical evidence **must** be attached.

Where applicable, students must indicate on the application form if there are any exams that they **do not** require assistive technologies (use of a computer, scribe or reader) for; for example, mathematics or science courses.

TASC will provide schools with a list of students who have permanent adjustments and those that will need to complete a re-application via TRACS in Term 1.

The RA2 form and any required supporting evidence **must** be submitted to TASC via TRACS by the end of Term 2, with each applicable section/part completed in full.

Reasonable Adjustments – Personal Circumstances/Misadventure Form (RA3)

This application form is for students who require reasonable adjustments to be made for their external exams for TASC-accredited courses due to:

- **personal circumstances** – for example, interruption to schooling due to family circumstance or cultural obligations; **OR**
- **misadventure** – for example, an incident beyond the student's control, such as being admitted to hospital or involvement in a car accident.

Students **must** provide evidence of the personal circumstances or misadventure that have occurred. For example:

- medical certificate/s
- statutory declaration/s
- police report/s
- death certificate/s.

The RA3 form and any required supporting evidence **must** be submitted to TASC via TRACS by the end of Term 3, with each applicable section/part completed in full.

Please note that certain adjustments may be unable to be implemented depending on the timing of the submission of the RA3 form.

Ineligible Grounds for Reasonable Adjustments

The following circumstances are not eligible grounds for reasonable adjustments:

- matters of the student's own choosing (for example, holiday/travel)
- matters that the school could have avoided (incorrect course enrolment)
- misreading of the exam timetable or exam instructions
- teacher absence or other related difficulties
- unfamiliarity with the English language.

Humanitarian Adjustments and Descriptions (RA4)

This form is for students from a humanitarian background who require reasonable adjustments for their external exams for TASC-accredited courses.

Evidence of time since arrival in Australia **must** be provided with the application, i.e. a copy of the student's visa, ImmiCard, etc.

Adjustments available for humanitarian applicants:

1st Year after resettlement

- 1 hour of extra time for each exam
- markers will be advised to ignore spelling and grammar
- use of a clarifier if a paper-based dictionary is not available.

2nd Year after resettlement

No achievement of Satisfactory Achievement (SA) or better in TASC Level 3 or Level 4 courses in the previous year:

Achieved Satisfactory Achievement (SA) or better in TASC Level 3 or Level 4 courses in the previous year:

- 1 hour of extra time for each exam
- markers will be advised to ignore spelling and grammar
- use of a clarifier if a paper-based dictionary is not available.

2nd Year after resettlement

Achieved Satisfactory Achievement (SA) or better in TASC Level 3 or Level 4 courses in the previous year:

- 10 minutes extra time per hour:
 - 3-hour exam = extra 30 minutes
 - 2-hour exam = extra 20 minutes.
- markers will be advised to ignore spelling and grammar
- use of a clarifier if a paper-based dictionary is not available.

3rd Year after resettlement

This is the final year that reasonable adjustments may be granted to Humanitarian students.

Regardless of the completion or lack of English as an Additional Language or Dialect (EALD) or English studies the student can only be granted:

- 10 minutes extra time per hour:
 - 3-hour exam = extra 30 minutes
 - 2-hour exam = extra 20 minutes.

The RA4 form and any required supporting evidence **must** be submitted to TASC via TRACS by the end of Term 2, with each applicable section/part completed in full.